

Major Subdivision Checklist

This section is to be completed by Planning staff.	
Planning Application No. _____	Type: _____
Staff Planner _____	Application Fee: _____
Agent _____	Land Use Code: _____

CITY OF CONCORD, NEW HAMPSHIRE
PLANNING DIVISION
MAJOR SUBDIVISION CHECKLIST

Subdivision Summary

Name of Subdivision: _____

Owner's Name(s): _____

Street Address: _____ Nearest Street: _____

Map\Block\Lot(s): _____ Map\Block\Lot(s): _____ Map\Block\Lot(s): _____

Zoning District(s): _____ Overlay District(s): _____

Municipal Water Supply Available: Yes__ No__ Municipal Sanitary Sewer Available: Yes__ No__

Range of Lot Frontage: _____ to _____ Minimum Required Lot Frontage: _____

Range of Lot Size _____ to _____ Minimum Required Lot Size: _____

Minimum Set Backs Required: Front _____ Back _____ Side _____

This checklist is prepared with the assumption that the preliminary and final plat submissions and review will be a continuous process, no construction will occur until after final approval is granted, and the public improvements will be financially guaranteed. If questions arise about the timing and the specifics of each item, please consult either the subdivision regulations or the Planning Department staff.

Submittal Material

- _____ An application, either signed by all the current owner(s) of the property, or signed by an individual authorized by the owner(s) to act as their agent. **NOTE:** A letter must be submitted with the application authorizing the individual to act as agent on the owner(s) behalf when the agent signs the application.
- _____ The appropriate application fee.
- _____ Certificate of Ownership
- _____ List of the current abutters to the property including those property owners located across streets from the property being subdivided. Please include the name, address and profession of the professionals responsible for the preparation of the subdivision plans.

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- _____ If the project is to be phased, a description of project phasing and the proposed start and completion date for each phase.
- _____ Drafts of any right-of-way, utility easements, or easements or deeds for any other public purpose, articles of incorporation for property owners association or condominium declaration, etc. which are associated with the property to be developed.
- _____ Five (5) copies of the Environmental Impact Study including but not limited to drainage calculations, wetland study and hazardous waste study, if applicable.
- _____ Four (4) copies of a Traffic Study, if required.
- _____ Certificate of City Council approval where required for utility extension.
- _____ Copies of any approvals or permits required from state and federal agencies.
- _____ Requests for any waivers from the Subdivision Regulations, if any.
- _____ A copy of any variances or special exceptions which have been granted by the Zoning Board of Adjustment.
- _____ Agreements between the applicant and the city regarding public improvements.
- _____ Assurances, including letters of credit or other financial guarantees.

Drawings

- _____ Nine (9) copies of the location plan if not included on the subdivision plat.
- _____ Nine (9) copies of the subdivision plat drawing sheets including paving, drainage, and utility plans and detail sheets.
- _____ Nine (9) copies of any off-site improvement plans.
- _____ Reductions (8½ x 11) of the subdivision plat and location plan.

General Information

Drawing Scale

- _____ All drawings shall be shown at 1"=50'. If alternative map scales may be warranted by the size and/or shape of the subdivision, consult with the Planning Department staff prior to preparing the drawings.
- _____ The error of closure for the subdivision plat shown at a scale of 1"=50' shall not be less than 1 in 10,000.
- _____ Drawing sheets shall not exceed 22" x 34". Recordable drawings must conform to the requirements of the Merrimack County Registry of Deeds.

Title Block

- _____ Title of Plat.
- _____ Name and address of the owner and that of agent, if any.
- _____ Date the plan was prepared and the date of all revisions.
- _____ Map Scale
- _____ Name, address, seal, and signature of the licensed surveyor who prepared the plat.

Location Plan

- _____ Show current property lines for the site and abutters as they exist at the time of the subdivision application.
- _____ Minimum scale 1" = 400'.
- _____ Nearest street intersection indicated.

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- _____ Proposed subdivided property indicated.
- _____ Tax assessor's number (map-block-lot) for abutters and property lot lines of abutters.
- _____ Names and location of existing city streets.
- _____ Names and location of existing adjacent watercourse.
- _____ Identification of nearby community facilities such as schools, churches or parks.
- _____ Zoning district designation and boundaries for the site and abutting properties.

Plan Drawings

Subdivision Plat

- _____ Property lines of the existing and proposed lots with bearings and dimensions.
- _____ Full names and addresses of all abutters of the property.
- _____ Title reference for book and page number of the lot from the Merrimack County Registry of Deeds. Title reference shall not be more than 5 days old at the time of filing.
- _____ Zoning district designation and boundaries.
- _____ Building set back lines and dimensions for all lots.
- _____ Lot area(s), before and after subdivision.
- _____ The location of existing features such as water courses and bodies, parks, open space, large trees, foliage lines, railroads, buildings and significant natural and man-made features. Other pertinent features such as, but not limited to, wetlands, cemeteries, and drainage ditches.
- _____ The location of all existing buildings, structures, fences, stonewalls, driveways, parking and any vehicular use areas.
- _____ The location of all existing and proposed access points (driveways) onto city streets.
- _____ The location, travel way width, and right-of-way of all existing adjacent city streets, as well as mapped future streets.
- _____ The location, width and purpose of any easements or rights-of-way.
- _____ The location of found and new required bounds at the corners of all lots and at tangent points.
- _____ Standard Planning Board approval block in the bottom right hand corner of the plat drawing (each page).
- _____ North Arrow
- _____ Bar Scale
- _____ Name(s) of the subdivision and all new streets as approved by the Planning Board.
- _____ Indication of the type of residential use of any lot (single-family, two-family, multi-family, townhouse) and all other uses other than residential proposed by the subdivider.
- _____ All lots shall be consecutively numbered. Open Space lots shall be lettered in alphabetical order.
- _____ In applications for PUD's and attached and multi-family dwelling units, the location and the horizontal cross-section of all buildings shall be shown.
- _____ The location and size of proposed buildings, driveways (including proposed grades), septic tank drainfields and receiving layers.

Grading plan

- _____ Existing topographic conditions, and all proposed changes in ground elevation at a contour interval of two (2) feet referred to sea level datum of the US Coast and Geodetic Survey.
- _____ The identification and classification of the extent and type of soils using the USDA Soil Conservation Services system, specifically identifying those soils recognized as wetlands and those important for agriculture.

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- _____ Where the land slopes less than two percent, spot elevations shall be shown at all breaks in grade, along all drainage channels or swales, and at selected points not more than 100 feet apart in all directions.
- _____ In applications for PUD's and attached and multi-family dwelling units, the location, the horizontal cross-section and the first floor elevation of all the buildings shall be shown. For other major subdivisions, a minimum elevation for the lowest floor level of a dwelling shall be specified for each lot.
- _____ The name, address, signature, and seal of the licensed engineer or surveyor who prepared the plan.
- _____ Wetland survey, steep slopes greater than 15% and greater than 25%, contiguous useable land calculations.
- _____ Soil test data as required by the NH Water Supply and Pollution Control Division, where municipal sewers are not present. A High Intensity Soil Survey may be required.

Utility Plan

- _____ The location, size, and invert elevations of existing and proposed sanitary and storm sewers including manholes, catch basins, and culverts.
- _____ The location and size of all existing and proposed water mains including hydrants, gates, valves, and blowoffs.
- _____ Profiles of sanitary and storm sewers.
- _____ Details for pump or lift stations, manholes, catch basins, fire hydrants, etc. The use of standard city details are required when available unless otherwise approved by the City Engineer.
- _____ The location and size of all existing and proposed private underground and overhead utility improvements including but not limited to gas lines, electric transmission lines, telephone transmission lines, cable television, steam distribution mains, and fire and police alarm transmission lines. The location of all manholes, transformers, poles and other appurtenant facilities or structures shall be shown.
- _____ In the absence of municipal sanitary sewers, soil data and test results sufficient to submit an application for subdivision approval to the State of New Hampshire Water Supply and Pollution Control Division, including a plan showing the location of test pits, the soil profiles, ground water elevation, and seasonal high water table elevation at each test pit.
- _____ In the absence of municipal water supply, a plan indicating individual well locations shall be submitted.
- _____ In the absence of municipal storm sewers, a plan and information shall be submitted indicating the proposed method of collecting and disposing of storm water runoff resulting from the development of this site. All swales, drainage ditches, culverts, easements, detention and retention ponds shall be shown including such elevations and cross-sections as may be necessary.
- _____ 10 year and 25 year storm runoff estimates, including all calculations, shall be submitted providing an analysis of the subdivision as projected in its fully developed state.

Streets and Roads

- _____ Plans and profiles for all proposed streets and roads, and for those existing streets and roads adjacent to the subdivision that are required to be improved.
- _____ Plans shall indicate right-of-way widths and travelled way widths, the location and widths of sidewalks, curbs, street trees, street lights and signs, pavement markings, all radii of curves, lengths of tangents and central angles.
- _____ Profiles shall show existing and proposed elevations along the center lines of all roads.

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- _____ A typical cross-section shall be provided for each classification of street proposed to be included in the subdivision. The cross-section shall indicate the following: the location and width of pavement, curbs, sidewalks, right-of-way limits, and the locations of street trees, fire hydrants, street lighting standards, street signs, and the typical locations of subsurface utilities where appropriate.
- _____ Roadway cross sections shall be furnished for each 100 foot station, at the center lines of streams and major culverts or structures. If the terrain is steep, the sections shall be provided at each 50 foot station. Sections are preferred at a scale of 1"=5'.
- _____ Street tree plantings including location, caliper size, common and botanical names, and planting specifications and details.
- _____ Street lighting including pole and luminaire locations, detail of pole and luminaire including wattage. A lighting plan showing light levels in foot-candles may be required.

Additional Information

Landscaping, parking lot layouts, and building elevations will be required in applications for PUD's, attached and multi-family dwellings, and condominium conversions. Please use the Major Site Plan Review Checklist as a supplemental checklist for these types of applications.

City of Concord Planning Department
41 Green Street
Concord, NH 03301

Telephone: 603-225-8515
File: ckmajsub
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